

## ***A Blueprint for Emergency Medical Services***

Emergency Medical Services grants strive to ensure that motor vehicle collision victims receive prompt and effective medical services through a coordinated system of emergency medical care.

### ***Purpose***

This Blueprint provides guidelines to develop and implement effective Emergency Medical Services Programs. A comprehensive project or proposal should meet the needs of the local community, and address the Office of Traffic Safety (OTS) statewide goals.

### ***Program Overview***

An EMS traffic safety program should not only meet the needs of the local community, but should also address California's goal of facilitating activities/programs which contribute toward reducing the mileage death rate to less than 1.21 fatality per 100,000,000 vehicle miles of travel by the year 2002.

EMS traffic safety programs are divided into the following program areas.

- First Responder Services
- Life Support Delivery
- Data Collection and Reporting Systems
- Communications
- Training
- Public Education and Information
- Assessments and Evaluation

### ***Funding***

The Office of Traffic Safety (OTS) provides funds for: ambulances, first responder rescue vehicles, rescue equipment, medical equipment and supplies, training, data collection and reporting systems, injury prevention programs, public information and education campaigns, communications equipment and program evaluation.

OTS funds vehicles and associated equipment, communications equipment, and medical equipment and supplies at 25 percent of total cost. Funding levels on some of these items are negotiable if an agency can document a higher percentage of highway safety utilization.

Ambulances purchased with 402 funds must meet current federal KKK-A-1822 specifications.

## ***Problem Identification***

Problem identification and the assessment of existing resources are important steps in the process of developing a traffic safety program. Before beginning to develop your program and or proposal, the problem must be clearly identified and the application of existing resources understood. Start with a review of pertinent statistical data to identify your community's traffic safety problem and/or deficiency. Examples of data sources are California Highway Patrol (CHP) Statewide Integrated Traffic Records System (SWITRS), local department or agency records, Emergency Medical Services Authority (EMSA), Local Emergency Medical Services Agency (LEMSA), and OTS. The following are examples of data categories that you should include in your problem identification:

- Number of motor vehicle victim extrications
- Number of on-scene responses to motor vehicle collisions
- Compare the total number of your on-scene responses to motor vehicle collisions with the number of on-scene responses from other EMS providers in the area
- Emergency Vehicle Response Time (Time of Notification to Hospital Treatment)
- Emergency Vehicle Response Time (Arrival at Collision Site)
- Fatal and/Injury Collisions
- Type of collisions (trucks, pedestrian, bicycle, DUI)
- Victim Counts by Category
- Population Trends
- High Collision Locations
- Extrication time
- Mutual Aid Response time

When available, data for a three-year period should be provided.

Once the problem has been identified, review your agency's and or communities past and present efforts to address the problem or deficiency. Utilizing the experiences of others will help you to select the best course of action and avoid common problem areas.

## ***Statement of Problem***

Present the problem so that there is logical connection between the proposed solution and goals and objectives. Data and the source(s) of that data must be provided as part of the problem statement to support the identified traffic safety problem.

The "Statement of Problem" must answer the following questions:

- Is the equipment or vehicle requested considered new, replacement or backup?
- What is the traffic safety related problem or deficiency?
- How was the problem or deficiency identified?
- What factors contribute to and/or are affected by the identified problem?
- What resources are currently available?
- What resources are needed?
- Does your agency have established working relationships with police department/school district/departments of public health/ etc. needed to address the identified problem?

### ***Proposed Solution***

Explain how you propose to solve the problem. Describe in detail the work to be done and how it will be accomplished. This description should allow the merits of the project to be readily evaluated.

### ***Performance Measures***

#### ***Goals***

Goals are what you hope to accomplish by implementing a traffic safety grant program. The following examples are from successful OTS grant programs and are good examples of the required format for EMS traffic safety goals.

1. To decrease response time (time of notification to hospital treatment or transport) by \_\_\_\_ % in \_\_\_\_\_ service area from the 200\_ base year average of minutes to \_\_\_\_ by (date).
2. To decrease response time (arrival at collision site) by \_\_\_\_% in rural areas from the 200\_ base year average of \_\_\_\_ minutes to \_\_\_\_ minutes by (date).
3. To decrease extrication time (arrival at collision site to transport) by \_\_\_\_\_% in areas from the 200\_ base year average of \_\_\_\_ minutes to \_\_\_\_ minutes by (date).
4. To improve first responder services to traffic collision victims in # communities by (date).
5. To improve the EMS delivery system in # communities through the replacement of out-dated and unreliable emergency/rescue vehicles and equipment by (date).

6. To develop and implement an EMS communications network in \_\_\_\_ county by (date).

### **Objectives**

Objectives are the tasks or activities undertaken during the project to make the goals a reality. The following examples are from successful OTS grant programs and examples of the required format for objectives.

1. To issue a press release announcing the kick-off of the project by \_\_\_\_\_, 200\_. The press release will be forwarded to OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and the OTS Regional Coordinator for approval prior to the release. Printed newspaper copies of the press release will be faxed or e-mailed to OTS.
2. To use the following standard language in all press and media materials:  
***“Funding for this program was provided by a grant from the California Office of Traffic Safety.”***
3. To e-mail to the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and OTS Regional Coordinator at least one month in advance, a short description of any new traffic safety event or program.
4. To submit print clip articles **by 9 a.m.** to the OTS Public Information Officer by e-mail at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and OTS Regional Coordinator, or via fax at (916) 262-2960. Include publication name and date the article was published on all clips.
5. To e-mail all press releases or media advisories, alerts, and material to the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and OTS Regional Coordinator for approval prior to their release.
6. To conduct a press conference or media event by insert date to kick-off or publicize the grant. OTS will be notified at least two week in advance of the grant kick-off event.
7. To use the Business, Transportation and Housing Agency, California Energy, and Office of Traffic Safety logos in all press and media materials when feasible and practical.
8. To train at least (#) first responders in the recognition and treatment of trauma victims.
9. To train (#) firefighters in the use of the new equipment.

10. To purchase and place (#) sets of extrication equipment in strategic locations within the jurisdiction.
11. To purchase (#) radios for use by EMT personnel by (date).
12. To purchase and equip (#) ambulances/rescue vehicles by (date).
13. To display the OTS funded ambulance, first responder vehicle and equipment during two Public Safety Fairs and one community festival.
14. To conduct a language assessment of the project's service area to determine needs for materials in languages other than English by \_\_\_\_\_.

### ***Time Requirements***

Estimate the total time that will be needed to complete the project. Make sure you understand the time requirements to complete your agency's procurement, subcontracting and hiring policies and procedures. Most projects require one to two years to complete.

### ***Cost Estimate***

Estimate the total cost of the project. For those projects exceeding a one-year life, provide a cost estimate for each year. This budget should be your best estimate of the funds necessary to accomplish the objectives of your project proposal. Eligible funding categories are personnel, travel expenses, contractual services, non-expendable property, and other direct costs.

### ***Proposal Review Process***

This is a highly competitive process. Proposals/Projects are scored on potential traffic safety impact; collision statistics; seriousness of the identified problem(s); previous grant performance; and the number of recent OTS grants.

Once all proposals have been scored and ranked, a letter will be sent informing the applicants of the approval or disapproval of their proposal. Agencies with approved proposals will receive a Project Agreement packet and will be scheduled for an On-Site Assessment.

## **Resources**

### **NHTSA Publications (Free)**

- Traffic Safety Materials Catalog

To receive the above NHTSA publication and other NHTSA materials please write, phone, fax or e-mail your request to:

NHTSA  
Traffic Safety Programs  
Washington, DC 20590  
Phone (202) 366-0910  
Fax (202) 366-7149  
<http://www.nhtsa.dot.gov/>

- State of California An Assessment of Emergency Medical Services

Emergency Medical Services Authority  
Office of Research and Information Services  
(916) 322-4336

- Statewide Integrated Traffic Records System (SWITRS)

California Highway Patrol  
(916) 375-2850